



Solicitors  
Regulation  
Authority

## Claims Management Claim Form

When you have filled in the form, please send it with  
your identification to:

Claims Management  
Solicitors Regulation Authority  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN  
DX 720293 Birmingham 47

Tel: 0121 329 6830

Email: [claims.management@sra.org.uk](mailto:claims.management@sra.org.uk)

[www.sra.org.uk](http://www.sra.org.uk)

CLAIM FORM

## Part 1 – Your information

Mr  Mrs  Ms  Miss  Other  \_\_\_\_\_ (Please give details)

Surname/Family or Organisational name: .....

All other first or second names in full: .....

Address: .....

Postcode: .....

Daytime contact number(s):

Home: .....

Work: .....

Mobile: .....

E-mail address: .....

If you have already contacted us, please quote our reference number: .....

Are you aware of anyone else, or any organisation, who may have a claim or need to know of this claim (for example, a building society, an insurance company, the Legal Services Commission and so on)?

Yes  No

If Yes, please give details:.....

## Part 2 – Closed Firm's details

Name of the solicitor's firm you are making this claim against:.....

Firm's address and postcode

.....  
.....  
.....

Name of the firm's staff member who you dealt with: .....

### Part 3 – Your Claim

Are you aware of any money you were owed from the firm? Yes  No

If so, how much was it? £.....

Please give the date (or approximate date) on which you first became aware that you may have lost money because of the solicitor's firm .....

Have you suffered a financial loss as a result of a solicitor's dishonesty or failure to pay you money that they received? Yes  No

Are you suffering or likely to suffer hardship due to the firm's failure to pay you money? Yes  No

What type of work was the solicitor doing for you? Please provide as much information as possible along with any available supporting evidence (please continue on a separate sheet if necessary):

.....  
.....  
.....  
.....

Did you get public funding? Yes  No

Have you paid the solicitor's costs? Yes  No

If No, please say how much you believe is due to the Solicitor: £.....

Are you able to claim any part of the loss from another source, for example, insurance? Yes  No

If 'Yes, please give details  
.....  
.....  
.....  
.....

Have you instructed a new solicitor? Yes  No

If Yes, please give name and address  
.....  
.....  
.....  
.....

**If you have instructed a new solicitor to deal with your claim, please note that we will correspond with them only.**

**We may need further information or evidence to support your claim. We will let you know if this is the case.**

## Declaration

I confirm that I was a client of this firm and I want to claim any money they may owe me. I understand that if I am not entitled to some or all of the money I receive, I will return it to the Solicitors Regulation Authority within 21 days.

If I receive monies from the Compensation Fund, I acknowledge that you will be entitled to any rights I may have against the solicitor to the extent of any payment made to me. You may sue in my name on the basis that you will protect me against any legal costs. I transfer to you any rights I may have to recover the loss from the solicitor.

As far as I know, the information I have given is true. I acknowledge that I must tell you about any other information (for example, any money I recover or if I am made bankrupt) which may be relevant to this claim.

If I am signing this form as the representative of another person, I confirm that they have authorised me to sign it.

Your name .....

Your signature: ..... Date: .....

For joint applications only:

Name of joint applicant

Signature of Joint Applicant ..... Date: .....

***The Solicitors Regulation Authority is committed to the promotion of equality and diversity. As such it will ensure that people can access its service and information. It will make reasonable adjustments where required and appropriate. If you wish to make a request, please contact us on 0121 329 6830.***

## Privacy Notice

The Law Society is the data controller of the personal information we collect. The SRA the independent, regulatory arm of the Law Society, and operate separately from it.

The information you provide will be used to process your claim.

For further information on how we handle your personal data, see our full privacy notice:  
[www.sra.org.uk/dpa](http://www.sra.org.uk/dpa)